

DR. K.N. MODI UNIVERSITY

UNIVERSITY CODE OF CONDUCT, DISCIPLINARY RULES AND CAMPUS SECURITY POLICY

1. PREAMBLE

Dr. K. N. Modi University, Modinagar, Ghaziabad, Uttar Pradesh, is committed to creating and maintaining an environment that promotes academic excellence, research, innovation, professional ethics, discipline, mutual respect, equality, safety and security.

The University recognizes that a healthy academic environment can be achieved only when every member of the University community understands and fulfils their responsibilities towards the institution and towards one another.

Accordingly, the University has framed this **University Code of Conduct, Disciplinary Rules and Campus Security Policy** to establish standards of responsible conduct, provide a transparent framework for dealing with misconduct, and establish appropriate measures for protection of persons and property on the University campus.

The Policy shall be read together with the University's Statutes, Ordinances, Regulations, academic rules, service rules, anti-ragging policy, student grievance redressal mechanism, Internal Complaints Committee provisions, examination rules, information technology policies and other policies notified from time to time.

The Policy is also intended to ensure compliance with applicable provisions, regulations and guidelines of the **University Grants Commission (UGC)** and other statutory/regulatory authorities having jurisdiction over the University's programmes.

PART I

GENERAL CODE OF CONDUCT

2. PURPOSE AND OBJECTIVES

The objectives of this Policy are to:

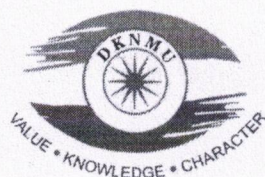
- a. establish standards of conduct expected from students, faculty, employees and other members of the University community;
- b. maintain discipline and decorum in academic, residential, administrative and other University premises;
- c. protect the dignity, safety and rights of every member of the University;
- d. prevent ragging, bullying, harassment, discrimination, violence and other forms of misconduct;
- e. promote academic integrity and ethical behaviour;
- f. protect University property, infrastructure, information and other institutional resources;
- g. provide a fair and transparent mechanism for reporting and dealing with disciplinary matters;
- h. establish appropriate campus security and emergency-response arrangements;
- i. ensure cooperation with competent government and law-enforcement agencies whenever required; and
- j. create a peaceful, inclusive and conducive environment for teaching, learning, research and student development.

3. SCOPE AND APPLICABILITY

NCR Campus, Ginni Knowledge Hub, Hapur Road, Modinagar, Ghaziabad (U.P.) 201204

Toll Free No.: 1800-212-1112 Mobile No.: 9927999605/09/11

E-mail: info@dknmuncr.edu.in, Website: <https://dknmuncr.edu.in>



DR. K.N. MODI UNIVERSITY

This Policy shall apply to:

1. All students enrolled in the University, irrespective of the programme, mode or year of study.
2. Research scholars and Ph.D. scholars.
3. Teaching faculty.
4. Non-teaching and administrative staff.
5. Contractual, outsourced and support personnel, to the extent applicable.
6. Visitors, guests and other persons entering or using University facilities.
7. Student organizations, clubs, societies and associations functioning under the University.
8. Persons participating in University-sponsored activities, events, tours, training, internships, field visits or other activities, whether conducted within or outside the campus.

For students, the Code shall apply not only within academic premises but also, where applicable, to University hostels, transportation, field visits, educational tours, internships, University events and other activities connected with University life.

PART II - CODE OF CONDUCT FOR STUDENTS

4. GENERAL EXPECTATIONS

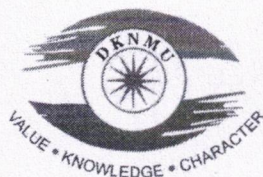
Every student of the University is expected to:

- a. uphold the dignity and reputation of the University;
- b. behave respectfully with faculty members, employees, fellow students, visitors and members of the public;
- c. maintain discipline and decorum in classrooms, laboratories, libraries, hostels, cafeterias, sports facilities and other University premises;
- d. comply with instructions issued by authorized University authorities;
- e. attend classes, practicals, examinations and other academic activities regularly and punctually;
- f. maintain the attendance requirement prescribed by the University;
- g. carry and produce a valid University Identity Card when required;
- h. use University facilities and resources responsibly;
- i. maintain cleanliness, hygiene and environmental responsibility;
- j. respect the privacy, dignity and personal rights of others;
- k. follow safety and security instructions;
- l. report serious incidents, threats or violations to the appropriate authority;
- m. maintain academic honesty and integrity; and
- n. comply with all applicable laws and University regulations.

5. RESPONSIBLE USE OF UNIVERSITY PROPERTY

Students and other members of the University shall exercise due care in the use of:

- classrooms;
- laboratories;
- library resources;
- computers and IT systems;
- furniture and equipment;
- sports facilities;



DR. K.N. MODI UNIVERSITY

- hostels;
- vehicles;
- electrical installations;
- water and other utilities; and
- other University property.

Any person causing intentional or negligent damage to University property may be required to compensate the University in addition to facing disciplinary action, subject to applicable rules.

PART III - ACADEMIC CONDUCT AND INTEGRITY

6. ACADEMIC INTEGRITY

The University expects all students and researchers to maintain the highest standards of academic honesty.

The following shall constitute academic misconduct:

- a. copying or cheating during examinations;
- b. impersonation;
- c. plagiarism;
- d. fabrication or falsification of academic/research data;
- e. unauthorized assistance in examinations or academic assignments;
- f. submitting another person's work as one's own;
- g. manipulation or falsification of academic records;
- h. unauthorized possession or use of examination material; and
- i. any other act prohibited under the University's academic or examination regulations.

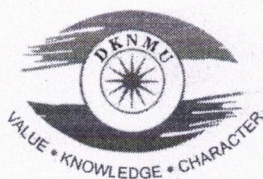
Academic misconduct shall be dealt with under the applicable University rules and regulations.

PART IV - PROHIBITED CONDUCT AND DISCIPLINARY OFFENCES

7. GENERAL MISCONDUCT

The following acts may constitute disciplinary offences:

1. Physical assault or violence.
2. Threatening, intimidating or coercive behaviour.
3. Abusive, obscene or seriously offensive behaviour.
4. Ragging in any form.
5. Bullying or harassment.
6. Sexual harassment.
7. Discrimination or discriminatory harassment.
8. Theft or unauthorized possession of property.
9. Wilful damage to University property.
10. Unauthorized entry into restricted areas.
11. Possession of prohibited articles or substances in violation of applicable law or University rules.
12. Disruption of teaching, examinations or administrative activities.
13. Organizing unauthorized gatherings or activities causing serious disturbance.
14. Forgery or fabrication of University documents.
15. Misuse of University identity cards.
16. Unauthorized access to University computer systems or data.



DR. K.N. MODI UNIVERSITY

17. Misuse of social media or digital platforms in violation of applicable law or University policy.
18. Circulation of knowingly false information intended to cause panic, disorder or disruption.
19. Obstruction of authorized University officials in discharge of their duties.
20. Any other act contrary to law, University regulations or directions of the competent authority.

PART V - ANTI-RAGGING AND ZERO-TOLERANCE MECHANISM

8. PROHIBITION OF RAGGING

The University shall maintain **zero tolerance towards ragging**.

Ragging shall include conduct by words, spoken or written, or by any act that causes or is likely to cause physical or psychological harm, fear, embarrassment, humiliation, annoyance or hardship to a fresher or any other student, as well as conduct falling within the scope of applicable UGC anti-ragging regulations.

Ragging may include, among other things:

- physical abuse;
- verbal abuse;
- humiliating or insulting behaviour;
- forced activities;
- financial extortion;
- forced expenditure;
- sexual or obscene conduct;
- online harassment;
- intimidation;
- disruption of academic activities; or
- any conduct intended to demonstrate power or superiority over another student.

The prohibition shall extend to University academic premises, residential premises, playgrounds, canteens, transportation and other places or activities connected with student life, as applicable under the UGC regulations.

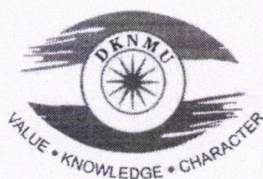
9. ANTI-RAGGING MECHANISM

The University shall constitute and maintain appropriate **Anti-Ragging Committee and Anti-Ragging Squad(s)** as prescribed under applicable regulations.

The University shall undertake preventive measures including:

- a. obtaining prescribed anti-ragging undertakings/affidavits;
- b. conducting awareness programmes;
- c. displaying anti-ragging information at prominent locations;
- d. disseminating relevant helpline and contact information;
- e. monitoring vulnerable locations;
- f. sensitizing students, faculty and staff;
- g. maintaining records of complaints and action taken; and
- h. taking immediate action upon receipt of information regarding ragging.

The UGC framework requires institutions to act against persons found guilty of ragging or abetting ragging and provides for institutional preventive mechanisms.



DR. K.N. MODI UNIVERSITY

PART VI - EQUALITY, DIGNITY AND HARASSMENT PREVENTION

10. NON-DISCRIMINATION

The University shall promote an environment based on equality, dignity and respect.

No student or employee shall be subjected to discrimination or harassment on grounds prohibited by applicable law or University policy.

The University shall maintain appropriate mechanisms for addressing complaints of discrimination and harassment and shall take action in accordance with applicable regulations. UGC materials require higher education institutions to implement measures for prevention of discrimination and make relevant information and procedures available to students.

11. PREVENTION OF SEXUAL HARASSMENT

The University shall maintain an **Internal Complaints Committee (ICC)** in accordance with applicable law and regulations.

Complaints relating to sexual harassment shall be dealt with by the designated mechanism, following principles of fairness, confidentiality and natural justice.

No person shall be subjected to retaliation for making a bona fide complaint or participating in a lawful inquiry.

PART VII - STUDENT GRIEVANCE REDRESSAL

12. GRIEVANCE REDRESSAL MECHANISM

The University shall maintain appropriate **Student Grievance Redressal Committee(s)** in accordance with applicable UGC regulations.

Students shall have access to a transparent mechanism for submitting grievances relating to matters covered by the applicable regulations.

The grievance mechanism shall follow principles of natural justice and provide an appropriate opportunity to the concerned parties to present their case.

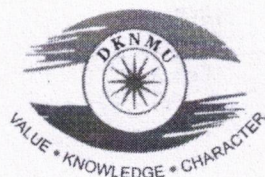
The UGC Student Grievance Redressal Regulations provide for institutional grievance mechanisms and require grievance committees to follow principles of natural justice.

PART VIII - DISCIPLINARY ADMINISTRATION

13. DISCIPLINARY AUTHORITIES

The University may constitute or designate appropriate authorities/committees for dealing with disciplinary matters, including:

- University Ombudsperson
- Chief Proctor / Proctorial Board / Disciplinary Committee
- Disciplinary Committee;
- Anti-Ragging Committee;
- Anti-Ragging Squad;
- Internal Complaints Committee;
- Student Grievance Redressal Committee;
- Examination/Academic Integrity Committee;
- SC/ST Cell;
- Equal Opportunity Centre (EOC);



DR. K.N. MODI UNIVERSITY

- Anti-Discrimination / Social Inclusion (To prevent caste, gender, disability and other prohibited discrimination and to coordinate with the EOC/Equity Committee.); and
- any other committee constituted by the competent authority.

The Vice-Chancellor/competent authority may refer a matter to the appropriate committee depending upon its nature.

14. REPORTING OF DISCIPLINARY MATTERS

Any student, employee or other person may report an alleged violation.

Reports may be made to:

- Chief Proctor / Proctorial Board / Disciplinary Committee
- Dean/HoD/In-Charge;
- Registrar Office;
- designated committee;
- University security office;
- official grievance mechanism; or
- any other authority notified by the University.

Where the circumstances require immediate intervention, the matter may be reported directly to the University authorities/security personnel and, where appropriate, to the police or other competent government authority.

15. PRELIMINARY ASSESSMENT

Upon receipt of a complaint, the competent authority may undertake a preliminary assessment to determine:

- whether the matter falls within the University's jurisdiction;
- whether immediate protective measures are necessary;
- whether the matter should be referred to a specialized committee;
- whether external authorities need to be informed; and
- whether a formal inquiry is required.

16. PRINCIPLES OF NATURAL JUSTICE

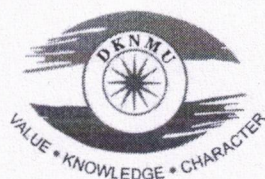
Disciplinary proceedings shall, wherever applicable, be guided by the principles of natural justice. The concerned person shall ordinarily be informed of the allegations and shall be provided a reasonable opportunity to submit an explanation before a final disciplinary decision is taken, except where immediate preventive measures are necessary or where applicable law provides otherwise.

The University shall endeavour to ensure that disciplinary action is fair, proportionate and based upon the facts and circumstances of the case.

17. DISCIPLINARY PENALTIES

Depending upon the seriousness of the misconduct, the competent authority may impose one or more appropriate measures, including:

- a. counselling;
- b. warning;



DR. K.N. MODI UNIVERSITY

- c. written reprimand;
- d. undertaking for future compliance;
- e. withdrawal of specified privileges;
- f. restriction from participation in specified activities;
- g. recovery of damage/loss, where permissible;
- h. suspension;
- i. withholding of specified University privileges;
- j. cancellation of participation in an event/activity;
- k. rustication or expulsion in serious cases, subject to applicable rules and due process; and/or
- l. referral of the matter to police or other competent authority where the conduct constitutes or may constitute an offence.

The disciplinary action shall be commensurate with the nature and gravity of the misconduct.

PART IX - CAMPUS SECURITY POLICY

18. PURPOSE

The Campus Security Policy is intended to provide a safe and secure environment for students, employees and visitors and to protect University property, infrastructure, information and other institutional assets.

19. CAMPUS ACCESS CONTROL

The University shall establish appropriate access-control arrangements.

These may include:

- a. controlled entry and exit points;
- b. valid identity cards for students and employees;
- c. visitor identification and entry procedures;
- d. visitor registers/electronic visitor records, where applicable;
- e. restricted access to sensitive areas;
- f. authorization for access to laboratories, server rooms, examination storage areas, records rooms and other restricted facilities; and
- g. appropriate security monitoring.

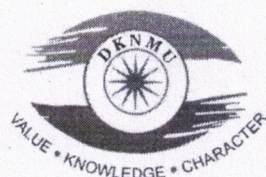
Visitors may be required to comply with University security procedures and may be denied access to restricted areas without authorization.

20. SECURITY PERSONNEL

The University shall deploy trained/authorized security personnel at appropriate locations.

Security personnel shall:

- monitor entry and exit;
- assist in maintaining campus discipline;
- respond to security concerns;
- maintain security records;
- assist during emergencies;
- protect University property; and
- immediately inform designated University authorities of serious incidents.



DR. K.N. MODI UNIVERSITY

Security personnel shall exercise their duties respectfully and in accordance with applicable law and University instructions.

21. CCTV AND ELECTRONIC SURVEILLANCE

The University may install CCTV surveillance systems at appropriate locations for safety and security purposes.

CCTV may be used in areas such as:

- entry and exit gates;
- corridors;
- common areas;
- parking areas;
- laboratories or other vulnerable locations, where appropriate;
- examination-related areas; and
- other locations identified by the University.

CCTV shall not be installed in locations where such surveillance would unreasonably violate personal privacy.

Access to recordings shall be restricted to authorized personnel and recordings shall be preserved and disclosed in accordance with applicable requirements.

22. FIRE AND LIFE SAFETY

The University shall maintain appropriate fire and life-safety arrangements as required by applicable statutory authorities.

The University shall endeavour to maintain:

- firefighting equipment;
- fire extinguishers;
- emergency exits;
- evacuation routes;
- safety signage;
- emergency contact information;
- periodic inspection of safety equipment; and
- awareness/drill programmes as applicable.

23. MEDICAL AND EMERGENCY RESPONSE

The University shall establish appropriate arrangements for responding to medical and other emergencies.

Depending upon the nature of the emergency, the University may coordinate with:

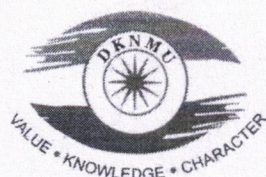
- nearby hospitals/medical facilities;
- ambulance services;
- police;
- fire and emergency services;
- district administration; and
- other competent authorities.

24. EMERGENCY MANAGEMENT

NCR Campus, Ginni Knowledge Hub, Hapur Road, Modinagar, Ghaziabad (U.P.) 201204

Toll Free No.: 1800-212-1112 Mobile No.: 9927999605/09/11

E-mail: info@dknmuncr.edu.in, Website: <https://dknmuncr.edu.in>



DR. K.N. MODI UNIVERSITY

In the event of fire, natural disaster, major accident, violence, security threat, serious medical emergency or other crisis, the University shall activate appropriate emergency-response arrangements.

Students and employees shall follow evacuation instructions and cooperate with authorized emergency personnel.

No person shall obstruct emergency-response personnel or misuse emergency facilities.

PART X - CYBER AND DIGITAL SECURITY

25. RESPONSIBLE USE OF DIGITAL RESOURCES

University computers, networks, ERP systems, email accounts, databases and other digital facilities shall be used only for lawful and authorized purposes.

Users shall:

- a. protect their login credentials;
- b. not share passwords;
- c. not access unauthorized data;
- d. not attempt to bypass security controls;
- e. not introduce malicious software;
- f. not damage or disrupt University IT systems; and
- g. report suspected cyber-security incidents to the designated authority.

26. RESPONSIBLE USE OF SOCIAL MEDIA

Members of the University community are expected to use social media responsibly.

No person shall use social media or digital platforms for:

- harassment;
- threats;
- impersonation;
- dissemination of knowingly false information;
- unauthorized disclosure of confidential information;
- cyberbullying;
- unauthorized use of University identity or logo; or
- any unlawful activity.

Nothing in this provision shall be interpreted to restrict any lawful right available under applicable law.

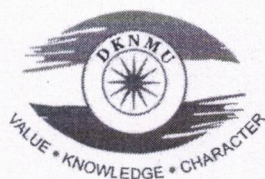
PART XI - INCIDENT MANAGEMENT

27. INCIDENT REPORTING

Any serious incident affecting safety, discipline, security or University property shall be reported promptly to the designated University authority.

The report may include:

- date and time;
- location;
- persons involved;
- description of the incident;
- immediate action taken; and



DR. K.N. MODI UNIVERSITY

- supporting evidence, where available.

28. INCIDENT RECORDS

The University shall maintain appropriate records of disciplinary and security incidents, complaints received and action taken, subject to confidentiality and applicable record-retention requirements.

Access to sensitive records shall be limited to authorized personnel.

29. LAW-ENFORCEMENT COOPERATION

The University shall cooperate with police, district administration, law-enforcement agencies, statutory authorities and other competent government agencies whenever required.

Where an incident appears to involve a criminal offence, the University shall take appropriate action in accordance with applicable law.

The University shall also promptly respond to information received from competent authorities concerning matters requiring institutional intervention.

PART XII - RESPONSIBILITIES OF UNIVERSITY AUTHORITIES

30. VICE-CHANCELLOR

The Vice-Chancellor shall provide overall leadership for maintaining discipline, safety and security and may take appropriate action in accordance with the University's governing framework.

31. REGISTRAR

The Registrar shall coordinate administrative implementation of this Policy and ensure that appropriate records, notices and institutional mechanisms are maintained.

32. Chief Proctor, DEANS, HODs AND IN-CHARGES

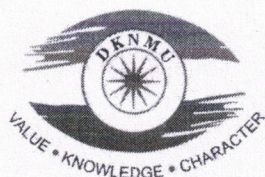
Chief Proctor, Deans, HoDs and In-Charges shall:

- Chief Proctor / Proctorial Board / Disciplinary Committee
- communicate the Code of Conduct to students and employees;
- monitor discipline within their respective academic units;
- report serious incidents to the competent authority;
- cooperate with disciplinary and grievance committees;
- ensure awareness of anti-ragging and safety requirements; and
- assist in maintaining departmental records.

33. STUDENTS

Students are expected to:

- comply with the Code;
- maintain discipline;
- respect fellow students and University employees;
- protect University property;
- follow safety and security instructions;



DR. K.N. MODI UNIVERSITY

- report serious incidents; and
- cooperate with authorized authorities.

PART XIII - CONFIDENTIALITY AND PROTECTION

34. CONFIDENTIALITY

The University shall endeavour to maintain confidentiality of complaints, inquiries, disciplinary records and security information to the extent permitted by law.

Information shall be shared only with persons who are authorized or have a legitimate need to know.

35. PROTECTION AGAINST RETALIATION

No student or employee shall be subjected to retaliation merely for making a bona fide complaint or reporting a genuine concern.

However, knowingly false, malicious or fabricated complaints may be dealt with under applicable University rules.

PART XIV - AWARENESS AND IMPLEMENTATION

36. AWARENESS PROGRAMMES

The University shall periodically conduct awareness and sensitization programmes relating to:

- Code of Conduct;
- anti-ragging;
- student rights and responsibilities;
- grievance redressal;
- prevention of sexual harassment;
- cyber safety;
- campus security;
- emergency preparedness; and
- other relevant areas.

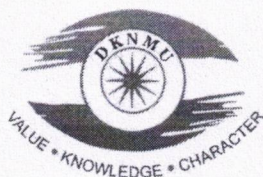
Relevant information shall be made available through the University's website, prospectus, notices, student orientation programmes and other appropriate means.

UGC provisions specifically contemplate making disciplinary information, including rules concerning discipline and prohibition/consequences of ragging, available to students and the public.

37. STUDENT UNDERTAKING

At the time of admission and/or as prescribed by the University, students may be required to acknowledge that they:

1. have read and understood the University's Code of Conduct;
2. agree to comply with University rules;
3. shall maintain discipline;
4. shall not participate in ragging or any prohibited activity;
5. shall respect the safety and dignity of others; and
6. understand that violations may result in disciplinary action.



DR. K.N. MODI UNIVERSITY

PART XV - POLICY GOVERNANCE

38. INTERPRETATION

In case of any doubt regarding interpretation of this Policy, the matter shall be referred to the competent authority of the University.

39. PREVAILING LAW

Nothing contained in this Policy shall be construed as limiting or overriding any provision of applicable law, statutory regulation, UGC regulation, Government notification or direction of a competent authority.

Where any provision of this Policy conflicts with a mandatory statutory provision, the statutory provision shall prevail.

40. REVIEW AND AMENDMENT

The University shall review this Policy periodically and may amend it whenever required in view of:

- amendments in UGC regulations;
- Government directions;
- judicial decisions;
- changes in statutory requirements;
- campus security requirements; or
- institutional needs.

Any amendment shall become effective upon approval by the competent authority.

41. DECLARATION

Dr. K. N. Modi University is committed to maintaining a **safe, secure, disciplined, inclusive and academically conducive environment**.

The University follows a policy of **zero tolerance towards ragging, violence, harassment, discrimination and serious misconduct** and shall take appropriate preventive, corrective and disciplinary measures in accordance with applicable law and University regulations.

All members of the University community are expected to uphold the values of **Values, Knowledge, Character** and to contribute towards maintaining the dignity, safety and reputation of the University.

For Dr. K. N. Modi University

Modinagar, Ghaziabad, Uttar Pradesh

Registrar

Signature: _____

Approved by:


Vice-Chancellor

University Seal